

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Conference at FROM Chief, OTE Administration Division
1016 CofC *dy*

EXTENSION

NO.

DATE

9 April 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Officer, DDA
7D24 - Hqs

14 APR 1981

14 APR 1981

dy

2.

Attn:

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

DD/A REGISTRY
FILE: 77-100-100

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DD/A Registry

MEMORANDUM FOR: Executive Officer, DDA

25X1 FROM: [REDACTED]
Chief, OTE Administration Division

SUBJECT: Conference [REDACTED]

25X1

25X1 1. As you requested, we have tentatively scheduled a conference [REDACTED] for 1-3 October 1981. Your conference has been assigned to the [REDACTED] facility. Final confirmation will not be given until we receive your requirements and a list of attendees. (C)

25X1

2. In order to give you the necessary support, we ask that you prepare a memorandum to the Chief, Administration Division, OTE, at least three weeks before the conference begins covering the following information.

a. Full names of all attendees.

b. Arrival and departure times at the [REDACTED]

25X1

c. If any in your group will be driving, list the driver's name, the year and make of car, car license number, and state of registration.

d. Special requirements such as computer support, projectors, viewgraphs, and logistical support.

e. For budgetary purposes, your office FAN Account Number and Office Address. (C)

25X1 3. Attendance at conferences by non-Agency guests must have the written approval of the Director of Training and Education at least 10 working days preceding the conference. For non-Agency participants, you must include the organization they represent and indicate whether or not they have previously visited [REDACTED]. Please remember that all non-Agency visitors must have a TOP SECRET clearance. (C)

25X1

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SUBJECT: Conference at

[REDACTED]

(C)

25X1

4. The members of your party should be informed that the Student Recreation Building is off-limits at all times to persons attending conferences. Exceptions must be approved in advance by the Chief, [REDACTED] (C)

STAT

5. If any of your group will be [REDACTED] requirements should be coordinated with OTE Logistics [REDACTED] [REDACTED] is subject to revision if higher priority requirements are placed upon the OTE [REDACTED]

25X1

25X1

25X1

6. Your conference coordinator, [REDACTED] can be reached on [REDACTED] We hope your conference will be a success, and we will do our part to assist you in any way we can.

25X1

[REDACTED]

25X1

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